



# Communication Administration User Manual

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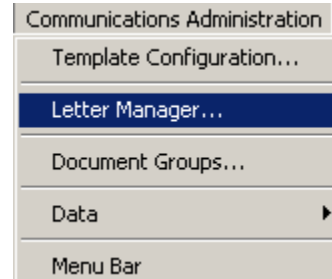
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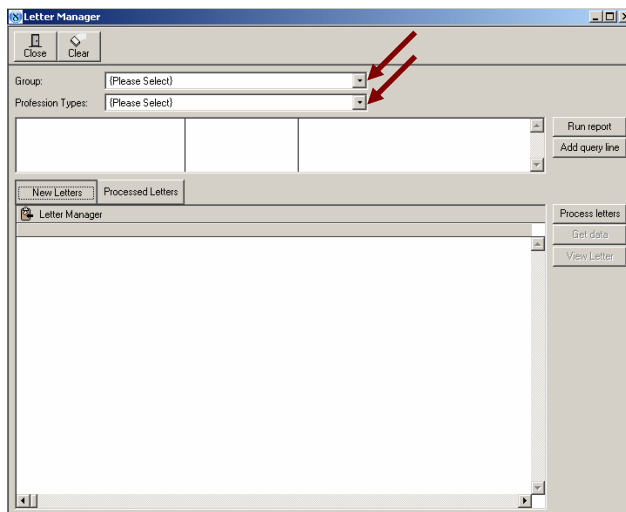
## Letter Manager

Letter Manager is used for printing out multiple letters at a time, for example: You can activate a letter by clicking onto Job Letter Template within Work Manager.

- Click onto the Communications Administration
- Click onto Letter Manager



The Letter Manager window will appear

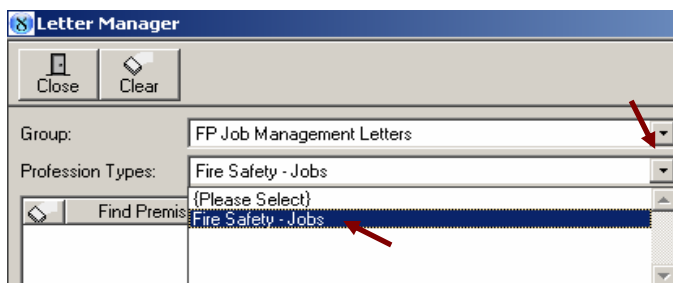
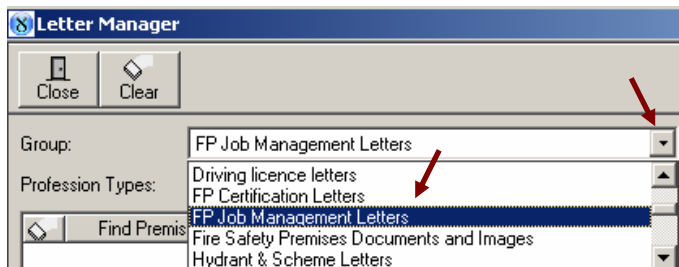


Click onto the arrows and

- Select a Group
- Select a Profession Types

The Group drop down list will have a list of Groups to choose from

- Click onto the Group arrow
- Double Click onto the Group



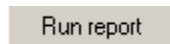
Profession Types are the letters that are within that Group

- Click onto the Profession Types Arrow
- Select a Profession Types

Only Jobs with the same template can be printed together

If there is only one 'Profession Type' in the list the system will default to that type otherwise there will be a list to choose from Both Groups and Profession Types need to be set up by an engineer as they correspond to parts of the system where the letters functionality has been added.

- Click onto the 'Run Report' button

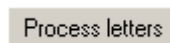


As you can see all 'Letters' that are linked to the Group and Profession Types, will appear under the 'New Letter' Tab in the 'Letter Manager' window below. As shown.

A screenshot of the 'Letter Manager' application window. It features a 'Group' dropdown set to 'FP Job Management Letters' and a 'Profession Types' dropdown set to 'Fire Safety - Jobs'. Below these are search filters: 'Find Premise File Number...' and 'equal to...'. A table with columns 'Template', 'Premise File Number', 'Premise Station Col', 'Premise Station Na', 'Premise Name', and 'Premise Address' is shown. The table contains five rows of data, with the second row highlighted. To the right of the table are buttons for 'Run report', 'Add query line', 'Process letters', 'Get data', and 'View Letter'. Red arrows point to the 'Run report' button and the 'Process letters' button.

Template	Premise File Number	Premise Station Col	Premise Station Na	Premise Name	Premise Address
Fire Safety Inspection	FFS/00025	FFS	Framlingham fire stat	Testing Wand for Ni	45 Nottidge Road
DI's lets Create a Let	FFS/00039	FFS	Framlingham fire stat	Sophitlogic Ltd	57-67 Fore Street
DI's Testing Letter1	FFS/00039	FFS	Framlingham fire stat	Sophitlogic Ltd	57-67 Fore Street
Job Sheet Inspection	FFS/00039	FFS	Framlingham fire stat	Sophitlogic Ltd	57-67 Fore Street
Fire Safety Inspection	FFS/00039	FFS	Framlingham fire stat	Sophitlogic Ltd	57-67 Fore Street

- Click onto the Process Letters button

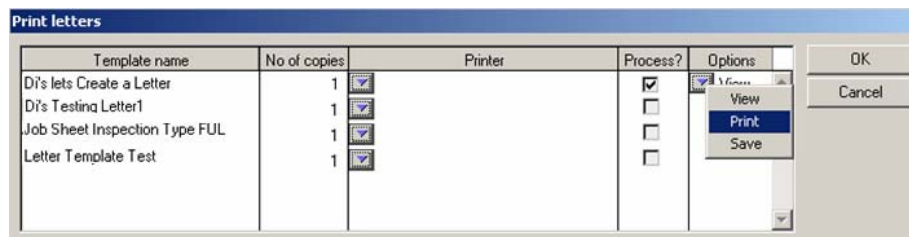


When you process a letter you will get a dialog box appear 'Process 1 Letter' message pop up on the window. If you select Yes, the record will go into the 'Processed Letters' tab.

- Click onto the Yes button



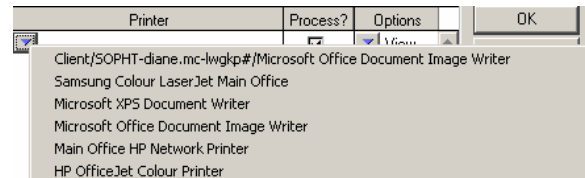
A 'Print Letters' window will appear with your letter



To Print the letter, firstly you need to select a printer

- Click onto the 'Printer' arrow button

You may have a selection of Printer(s) to choose from – depending on your system –



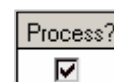
- Click onto the chosen printer

As you can see the printer is now displayed in the Printer column



To process the letter

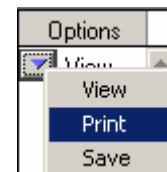
- Click into the Process box – a tick will appear in the box



Under the Options column

- Click onto the Options arrow button

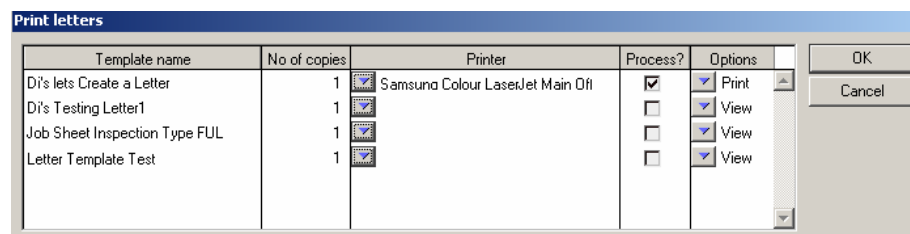
As you can see, you have three options.



View – this lets you preview the letter before printing

Print – this allows you to print the letter

Save – this allows you to save the letter



- Click onto the 'Print' arrow button
- Click onto the OK button

The letter will appear in code – as shown -

**Name of Premises:**  
 Di's Testing Club  
 Appointment ID No: HQ/00038

**Occupiers Contact Details:**  
 Name: Diane McGovern  
 Address: 57-67 Fore Street  
 Ipswich  
 Suffolk  
 Post code: IP1 1PH  
 Tel: 01473 123456

**Visiting Details:**  
 Station Name: Suffolk Headquarters  
 Station Code: HQ

**Instructor:**  
 Date: 09 02 2007  
 Time: 180

**Name of Premises:**  
 [FPREJOBS\_LETTER\_DATA.premise\_name]  
 Appointment ID No: [FPREJOBS\_LETTER\_DATA.premise\_file\_no]

**Occupiers Contact Details:**  
 Name: [FPREJOBS\_LETTER\_DATA.primary\_user]  
 Address: [FPREJOBS\_LETTER\_DATA.premise\_address]  
 Post code: [FPREJOBS\_LETTER\_DATA.premise\_postcode]  
 Tel: [FPREJOBS\_LETTER\_DATA.map\_contact\_no]

**Visiting Details:**  
 Station Name: [FPREJOBS\_LETTER\_DATA.premise\_station\_name]  
 Station Code: [FPREJOBS\_LETTER\_DATA.premise\_station\_code]  
 Instructor: [FPREJOBS\_LETTER\_DATA.map\_contact\_name][FPREJOBS\_LETTER\_DATA.map\_allocated\_location]  
 Date: [FPREJOBS\_LETTER\_DATA.job\_date]  
 Time: [FPREJOBS\_LETTER\_DATA.job\_time]  
 Premises Risk Level: [FPREJOBS\_LETTER\_DATA.premise\_risk]

The coding will then start to change to text – as shown

Another dialog box will appear asking if the 'letter is Correct'

Is the letter correct?

No Yes

- Click onto the Yes button

The Letter will disappear and you will go back to the 'Letter Manager' window.

- Click onto the 'Processed Letter' tab
- Click onto 'Run Report'

Notice the letter you have just 'Processed' has now moved from the 'New Letters' tab window to the 'Processed Letters' window.

**Letter Manager**

Group: FP Job Management Letters  
 Profession Types: Fire Safety - Jobs

Find Premise File Number... equal to... Run report  
 Add query line

**Letter Manager**

Date	Letter	Template	Premise File Number	Premise Station Code	Premise Station Name	Premise Name	Ph
08 02 2007	Di's Testing Letter1	FFS/00030	FFS	Framingham fire station	test		W/
13 02 2007	Di's lets Create a Let	DI LT	DI LT	Di's Location Testing	Di's Night Club		57
13 02 2007	Di's lets Create a Let	DI LT	DI LT	Di's Location Testing	Di's Night Club		57
09 03 2007	Fire Safety Inspector	FFS/00001	FFS	Framingham fire station	Oxham		Te
09 03 2007	Di's lets Create a Let	W/D/00001	W/D	Nacton Station	The Ginning Rat		10
09 03 2007	Di's Testing Letter1	W/D/00001	W/D	Nacton Station	The Ginning Rat		10
13 08 2007	Di's lets Create a Let	DI LT/00001/0006	DI LT	Di's Location Testing	Di's Sweet Shop		57
13 08 2007	Di's lets Create a Let	DI LT/00001/0006	DI LT	Di's Location Testing	Di's Sweet Shop		57
17 10 2007	Job Sheet Inspector	FFS/00030	FFS	Framingham fire station	test		W/
17 10 2007	Job Sheet Inspector	FFS/00030	FFS	Framingham fire station	test		W/
18 10 2007	Test Letter1	FFS/00047	FFS	Framingham fire station	testing		12
18 10 2007	Letter 33	FFS/40	FFS	Framingham fire station	Test File Number		1 1
18 10 2007	Letter 33	FFS/40	FFS	Framingham fire station	Test File Number		1 1
18 10 2007	Job Sheet Inspector	FFS/40	FFS	Framingham fire station	Test File Number		1 1
18 10 2007	Job Sheet Inspector	FFS/00050	FFS	Framingham fire station	erenwerwer		02
13 11 2007	Job Sheet Inspector	DI LT/00001/0001	DI LT	Di's Location Testing	Di's Restaurant		57
13 11 2007	Di's lets Create a Let	DI LT/00001/0001	DI LT	Di's Location Testing	Di's Restaurant		57

Process letters  
 Get data  
 View Letter



## To setup or Amend Letters go to - Communication Administration - Template Configuration – Fire Safety – Jobs Letters (page93)

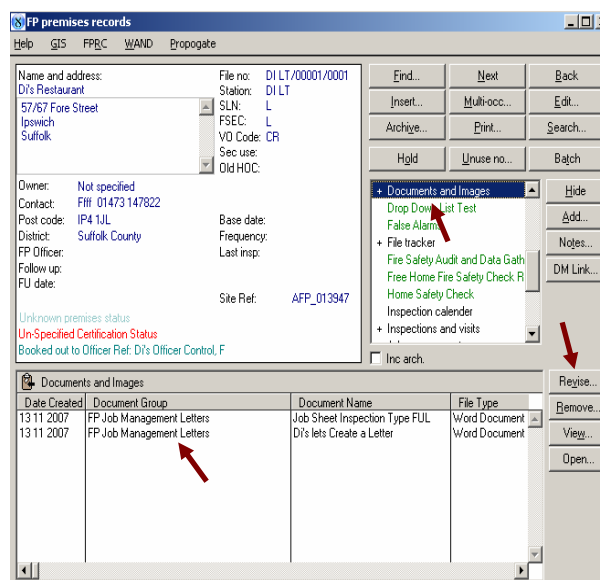
### How to Check Your Letter

A record may also appear in the Document and Images sub option of a record card. E.g. if you print a job sheet template for an inspection and visit, a record will be added to the 'Documents and Images' sub option of the Premises record card, same functionality occurs if you successfully Print a Letter then a record will appear in the 'Documents and Images' sub option in the Personnel Record Card. If you select No, or you don't process a letter i.e at the time of doing a Letter, the record will stay in the 'New Letters' tab.

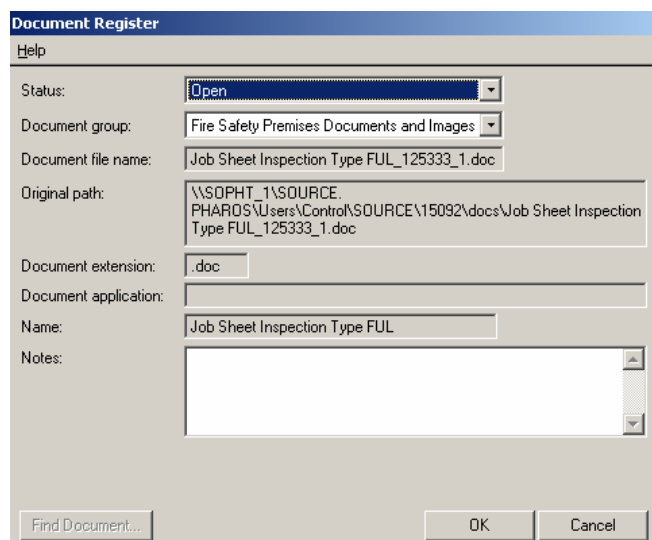
- Click onto Fire Safety
- Click onto FP Premises Record Card

The FP Premises Record Card will appear  
In the Sub-menu

- Click onto 'Documents and Images'
- Click onto the Show button
- Click onto the letter
- Click onto the Revise button



The Document Register window will open



Information about the letter will appear

- Click onto the OK button

Another way to check if the letter is coming up in the 'Print Letter' options, go to...

Within the FP Premises Record Card

- Click onto the Inspections and Visits sub-option

The Inspections and Visits window will appear

In the Job Summary window

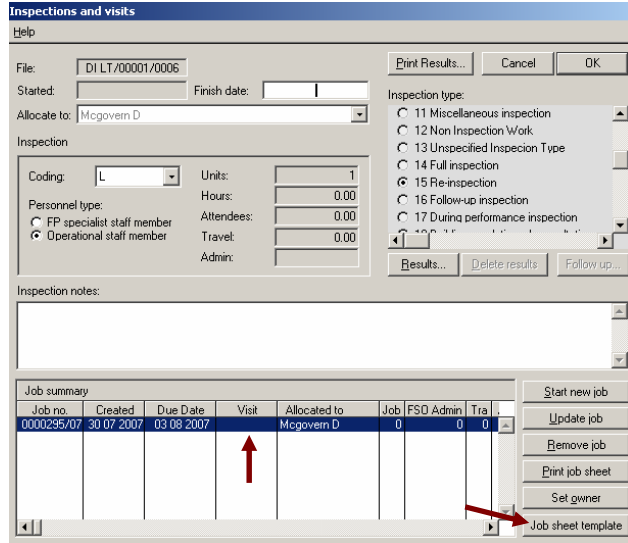
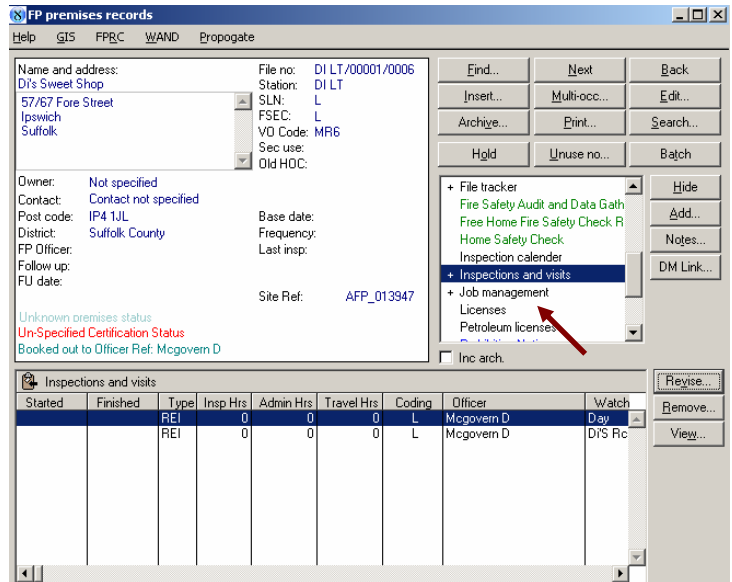
- Click onto the Job
- Click onto the Job Sheet Template button

In the Sub-menu

- Click onto 'Inspections and Visits'
- Click onto the Show button
- Click and highlight the Job
- Click onto the Revise button



The Inspections and Visits window will appear



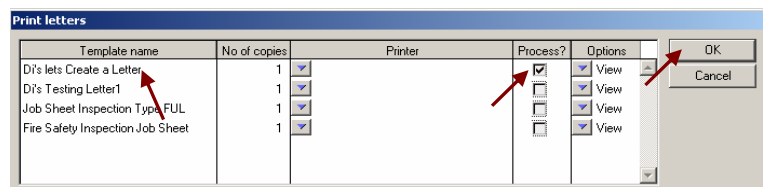
In the Job Summary window

- Click onto the Job
- Click onto the Job Sheet Template button

Job sheet template

Print Letters box will open

- Click onto your Template Letter
- Click into the Process box
- Click OK



The rest of this process is the same as above.



# Communication Administration

This document sets out how to use the SOPHTLOGIC template facility. In various parts of the system, it is possible to set up Microsoft Word Templates to use in conjunction with the SOPHTLOGIC system to enable the user to automatically produce a Word documents containing data held in the MIS database.

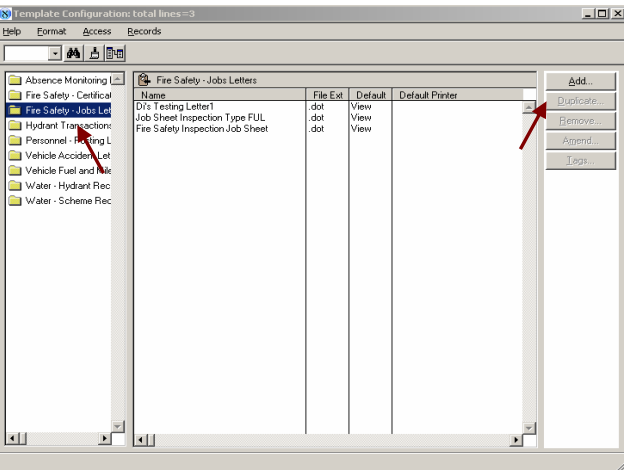
- Go into Global Navigator
- Click onto the Communication Administration



## Set Up Fire Safety - Job Letters

- Click onto Template Configuration
- Click onto Fire Safety Job Letters folder

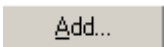
The Template configuration window will appear



Any information that have previously been entered will appear in the main window.

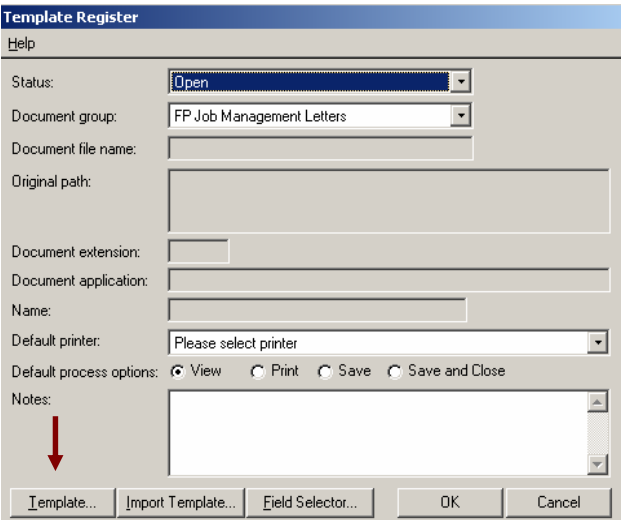
You can use the existing templates or create your own

- Click onto the Add button

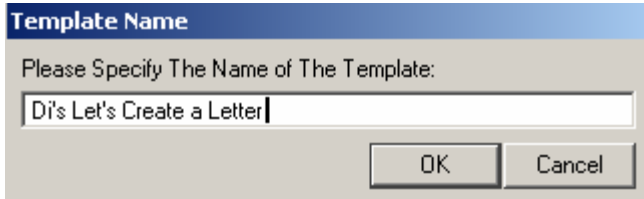


The Template Register window will open

- Click onto the Template Button



A Template Name box will appear




- Enter the Name of your Template Letter
- Click onto the OK button

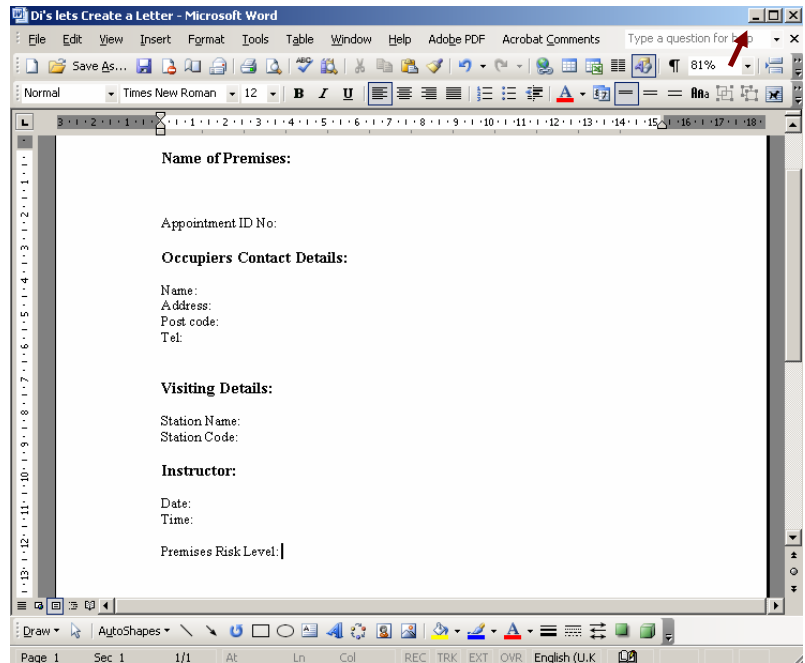
MS Word will open a blank page

Types out the outline of your letter leaving blanks where you want the Fields to be entered.

Once you have typed out your letter

Do not close this window – to minimise it

- Click onto the  in the top right hand corner



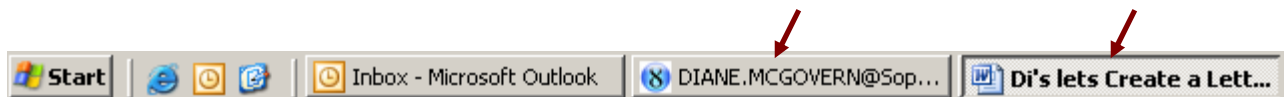
## To Enter the Fields

Go back to the Template Register window

- Click onto the PharoS button in the Start toolbar at the bottom of your screen



The Word screen will disappear to the Start Toolbar at the bottom of your screen



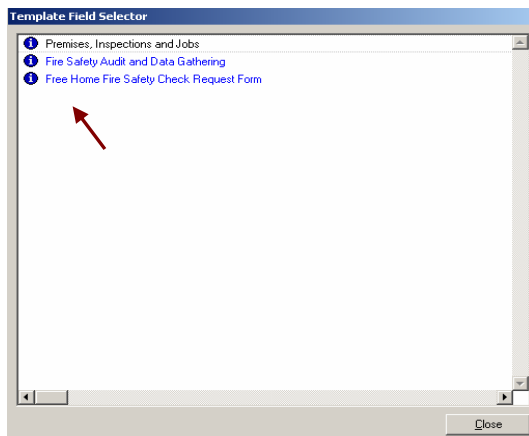
As you can see the link to your Template has been entered in the 'Original Path' box


The Name of the Template you are creating has been entered into the 'Document File Name' and 'Name' box

- Click onto the Field Selector button

Field Selector...

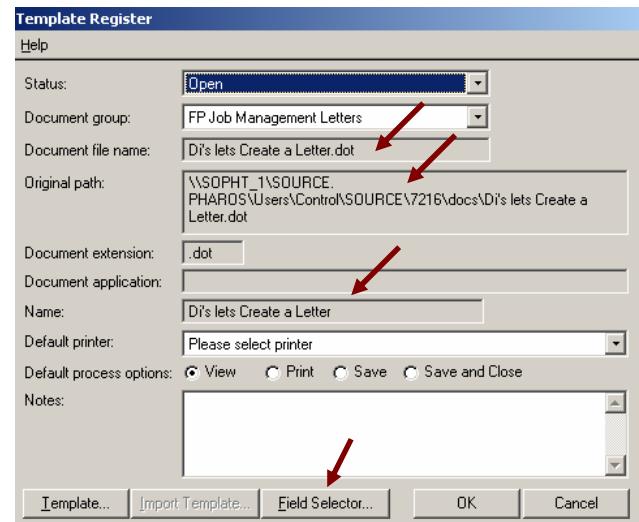
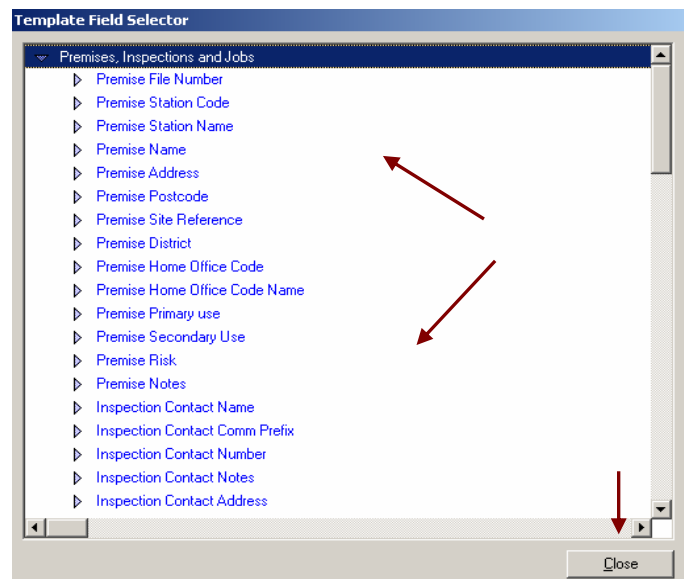
The 'Template Field Selector' box will open



- Double Click onto the  icon

A list of Field Sectors will appear

- The sub-menus will appear
- Double Click onto the Fields that are to be inserted into your Template Letter
- Repeat until letter is completed



The word screen will appear each time a sub-menu – Field - has been entered.

As you can see the 'Template Letter' is complete. The Fields and the text have been entered.



**Remember to put a space between Text and Coding.**

**Name of Premises:**  
 [FPREJOBS\_LETTER\_DATA.premise\_name]  
 Appointment ID No: [FPREJOBS\_LETTER\_DATA.premise\_file\_no]

**Occupiers Contact Details:**  
 Name: [FPREJOBS\_LETTER\_DATA.primary\_use]  
 Address: [FPREJOBS\_LETTER\_DATA.premise\_address]  
 Post code: [FPREJOBS\_LETTER\_DATA.premise\_postcode]  
 Tel: [FPREJOBS\_LETTER\_DATA.insp\_contact\_no]

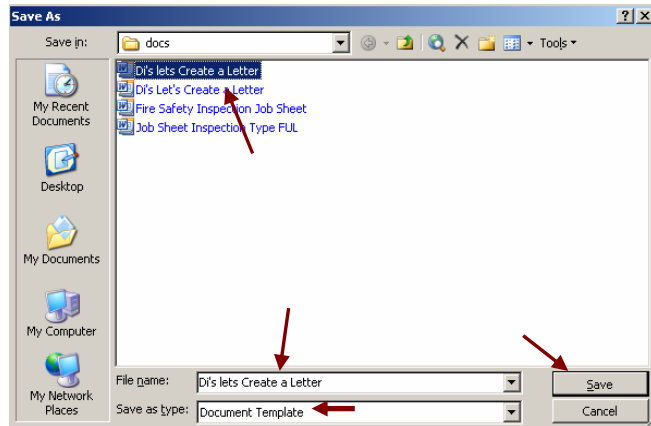
**Visiting Details:**  
 Station Name: [FPREJOBS\_LETTER\_DATA.premise\_station\_name]  
 Station Code: [FPREJOBS\_LETTER\_DATA.premise\_station\_code]

**Instructor:**[FPREJOBS\_LETTER\_DATA.insp\_contact\_name][FPREJOBS\_LETTER\_DATA.insp\_allocated\_location]

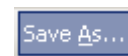
Date: [FPREJOBS\_LETTER\_DATA.job\_date]  
 Time: [FPREJOBS\_LETTER\_DATA.job\_time]

Premises Risk Level: [FPREJOBS\_LETTER\_DATA.premise\_risk]

Once you have completed creating your Template Letter



- Click onto 'Save As' button in the toolbar



- Click onto the Template you named earlier
- Click onto Save button

Make sure the 'Save As Type' says 'Document Template' otherwise you will not be able to find the letter

Go back to the Template Register window

As you can see your letter has now been entered into the Template Register

- Click onto the OK button

Notice the Word and Template Register window has now disappeared and returned to the Training Configuration window.

**Template Register**

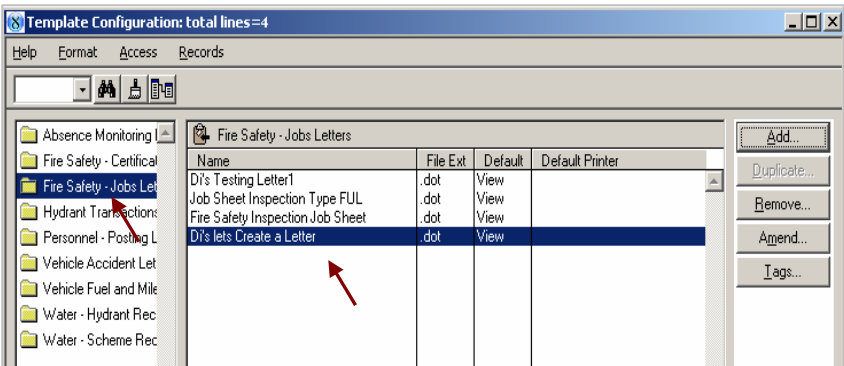
Help

Status: Open  
 Document group: FP Job Management Letters  
 Document file name: Di's Let's Create a Letter.dot  
 Original path: \\SOPHT\_1\SOURCE.PHAROS\Users\Control\SOURCE\7216\docs\Di's Let's Create a Letter.dot  
 Document extension: .dot  
 Document application: [red arrow points here]  
 Name: Di's Let's Create a Letter  
 Default printer: Please select printer  
 Default process options: ☒ View ☐ Print ☐ Save ☐ Save and Close  
 Notes: [red arrow points to the notes box]  
 Buttons: Template... Import Template... Field Selector... OK Cancel

In the Template Configuration Window

- Click onto the Fire Safety – Jobs Letter

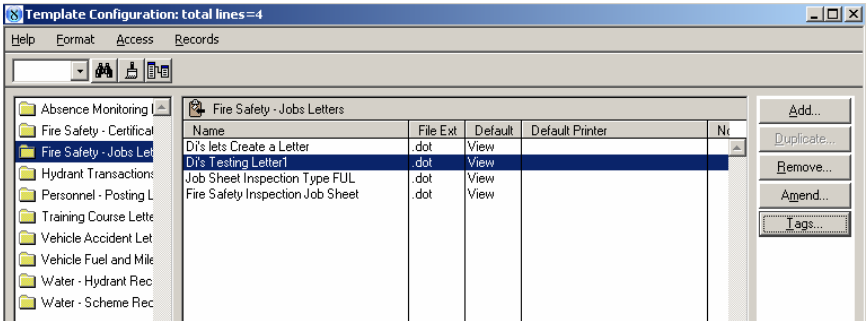
Your letter Template is now in the Fire Safety – Jobs Letters Folder in the Template Configuration



### Tags Button

If you want to Tag a Letter Template to a particular Station, Postcode, Status, you need to add a 'Tag Value'. This 'Tag Value' has to be the same coding as what you would use in the FP Premises Record.

- Select a Letter Template
- Click onto the Tags button

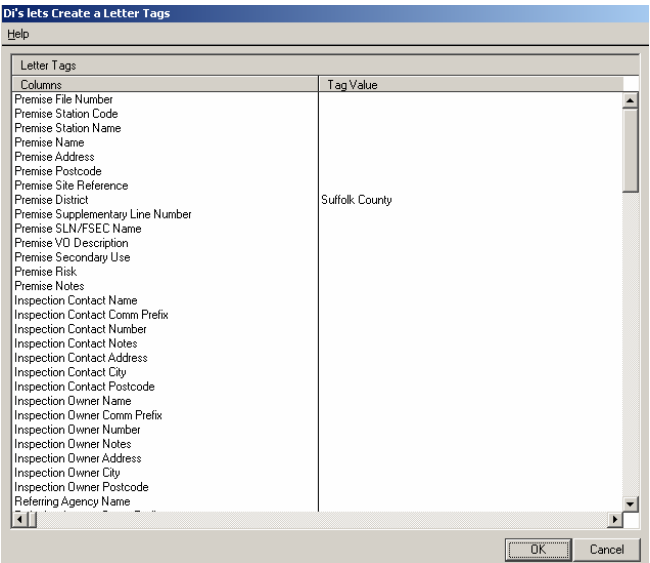


When setting a tag to a letter (tag button) the best fields to tag in FS and Training would be, Fire Safety is probably the inspection types or Premises district, whereas Training possibly Course Code or Rank Type

In the Tag Value column

- Enter the Code
- Click onto the OK button

This letter will only activate when a Premises within the 'Suffolk County' is created.

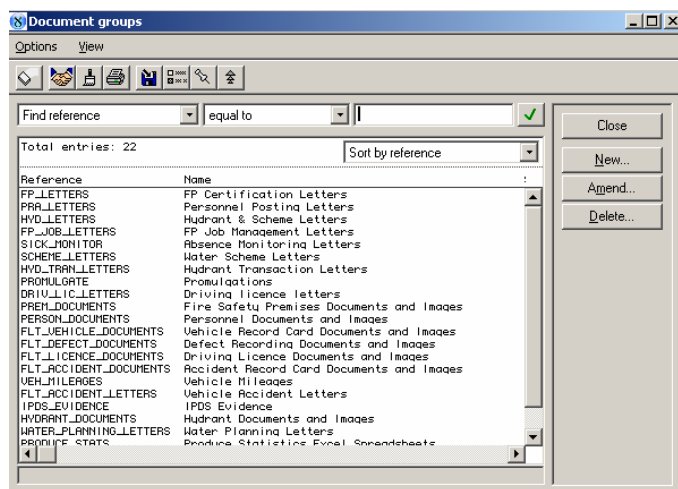


## Document Groups

The Document Groups allows you to Just a method of grouping documents together.

- Click onto the Communications Administration
- Click onto Document Groups

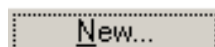
The Document Groups window will appear



As you can see any pervious entries will appear in the Document Groups window –as shown -

To enter a new Document Group

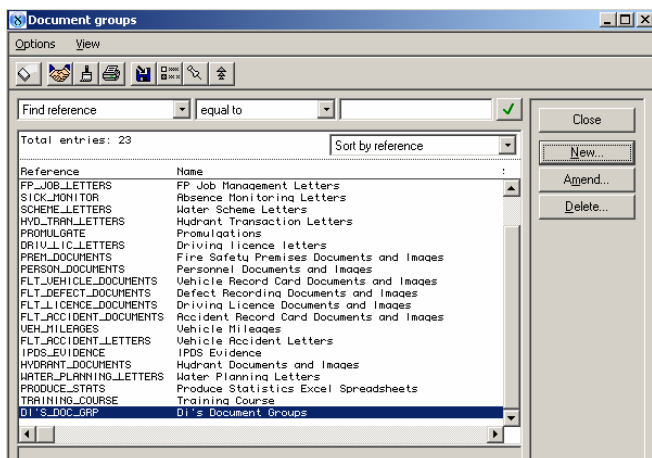
- Click onto the New button



- Enter a Reference – like a code
- Enter a Description of the Reference
- Status is defaulted to Open
- Enter a date in the Revision box for when you want to review the Document Group
- Click onto the OK button

The screenshot shows the 'New' dialog box for creating a new document group. It has four input fields: 'Reference' (containing 'DI'S\_DOC\_GRP'), 'Name' (containing 'DI's Document Groups'), 'Status' (containing 'OPEN'), and 'Revision' (containing '1/1/2000'). At the bottom right are 'OK' and 'Cancel' buttons.

As you an see the entry you have just created is now in the Document Groups list.



**Sophtlogic usually sets Document Groups up for you – this may be privileged access if so please contact your Administrator**